

To readopt the Town Council Portfolios for the year 2026/27

Report to:

Annual Meeting of Saltash Town Council

Date of Report:

6 May 2026

Officer Writing the Report:

Office Manager / Assistant to the Town Clerk

Purpose of the report:

To ensure Members have a clear understanding of the Town Council's responsibilities and liabilities across the town, balanced against the resources available to discharge those duties. In addition, to ensure Members are fully aware of ownership arrangements and partnership-working responsibilities.

Officer's Recommendations

To re-adopt the Town Council Portfolios for the 2026/27 year, reaffirming the Council's commitment to maintaining a high standard of service for the people of Saltash.

Report Summary

The Town Council portfolios are published on the Saltash Town Council website and can be accessed at:

www.saltash.gov.uk/town-council-portfolio.php

The portfolios set out the Town Council's responsibilities for property, land and other assets across all three wards of Saltash. They provide transparency by clearly identifying the assets and areas for which the Town Council holds service level agreements, leases, and related rights and responsibilities.

The portfolios are due to be reviewed internally. The most recent confirmed review took place on 21 March 2025.

Signature of Officer:

Office manager / Assistant to the Town Clerk